

October 2018 Payroll Cycle

Date	Key Dates	Payroll Tasks in CoreHR		Timing of Payroll Validation Run			
		Tasks Requiring Payroll Action	Tasks Requiring Department Action Only				
10 September	September Payroll Deadline	Tasks completed and approved by 5pm on the Payroll Deadline, 10 October, will be included in the October payroll run.	Tasks completed by 5pm on the Supplementary Payroll Deadline, 20 September, will be included in the September payroll run.	Up to Payroll Run: may be run at any time of the day			
11 September							
12 September							
13 September							
14 September							
15 September							
16 September							
17 September							
18 September							
19 September							
20 September	September Supplementary Payroll Deadline						
21 September	September Payroll Run					No User Input	
22 September							
23 September							
24 September							
25 September							
26 September	Pay Uplift 2018						
27 September	September Pay Day						
28 September							
29 September							
30 September							
01 October							
02 October							
03 October	Staff Request Deadline			Once a day from 5pm			
04 October							
05 October	October Casual Payments Deadline						
06 October							
07 October							
08 October	Support Request & Data Service Deadlines		Tasks completed from 26 September up to 5pm on the supplementary deadline, 23 October, will be included in the October payroll run.	Up to Payroll Run: may be run at any time of the day			
09 October							
10 October	October Payroll Deadline						
11 October							
12 October							
13 October							
14 October							
15 October							
16 October							
17 October							
18 October							
19 October							
20 October							
21 October							
22 October							
23 October	October Supplementary Payroll Deadline	Tasks completed and approved from 11 October until 5pm on the Payroll Deadline, 09 November, will be included in the November payroll run.	Tasks completed from 26 October up to 5pm on the supplementary deadline, 22 November, will be included in the November payroll run.				
24 October	October Payroll Run					No User Input	
25 October							
26 October							
27 October							
28 October							
29 October							
30 October	October Pay Day						Once a day from 5pm
31 October							
01 November							
02 November	Staff Request Deadline						
03 November							
04 November							
05 November	November Casual Payments Deadline						
06 November							
07 November	Support Request & Data Service Deadlines						
08 November							
09 November	November Payroll Deadline						

For further details regarding which tasks require payroll action, please see the "[Working with Payroll Deadlines](#)" document.